



# FBLA Local Chapter Annual Business Report

## Report Rating Sheet

*Revised 2014-15*

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Introduction</b>					
“State of the Chapter” remarks to current members by chapter president <ul style="list-style-type: none"> <li>Number of members</li> <li>Size of school and community</li> </ul>	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Activities to Benefit Chapter and Its Members</b>					
Recruitment activities	0	1–2	3–4	5	
Leadership development	0	1–2	3–4	5	
Career exploration and preparation	0	1–2	3–4	5	
Business partnerships	0	1–2	3–4	5	
Chapter fundraising	0	1–2	3–4	5	
Public relations activities and chapter publicity	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Activities to Benefit Other Individuals and Organizations</b>					
State and national projects	0	1–3	4–7	8–10	
Other community service projects	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Conferences and Recognition</b>					
Participation in FBLA conferences	0	1–3	4–7	8–10	
Other chapter and individual recognitions earned	0	1–3	4–7	8–10	
Competitive event winners and participants	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Report Format</b>					
Clear, concise presentation with logical arrangement of information following the rating sheet categories	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics are appropriate for purpose	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of fifteen [15] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_  
 Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Judge's Comments: \_\_\_\_\_